

**HEARST** television inc**RECEIVABLES CREDIT/DEBIT MEMO FORM**

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	November 28, 2012		
Station:	WTAE	Drop Down	
Sales Region:	NATIONAL	Drop Down	
Agency:	Mentzer Media Services		
Advertiser:	American Future Fund		
Invoice #	969207-1	Net Invoice Amount \$	82,875.00
Invoice Date	November 11, 2012	Amount Paid \$	84,447.50
		Adjustment to Gross Billing	\$0.00
		Adjustment to Net Billing \$	(1,572.50)
AE Name:	Bob Cain		
SM Name:	Brian Raughter		
Reason for DEBIT/CREDIT:	REFUND		Drop Down
(Field Required - must use drop down list)			

**EXPLANATION (Please explain in detail):**

\$1,572.50 Net rebate due to Mentzer Media Seviles for American Future Fund. Please see attached summary for details.

Revised invoice required? \_\_\_\_\_

**REQUIRED APPROVALS:**

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to: HTVCreditNortheast <htvcreditnortheast@hearst.com>

Input to Wide Orbit on: \_\_\_\_\_ by \_\_\_\_\_

Updated 03/15/12